Clerk Meeting - Feb 5th, 2019

o **VTD Auditors** are scheduled to come to audit Attendance/ASB on **March 11th to the 14th**. Attendance Month-end 5 will be reviewed.

o I have scheduled a time with those sites to do a pre-audit of Month 5.

Sites selected
Attendance*
Brywood, Canyon View, College Park, Cadence Park, Stonegate, Plaza Vista, Westpark, South Lake and Northwood High

ASB *
All High Schools, Plaza Vista and South Lake

o *Prior year observations from auditors*

1. Found substitute teachers who did not sign rosters and sub date(s) on roster not clear.

   Sub-teacher Roster
   A. Print and review Aesop sub-teacher list each day to verify you have receive all manual rosters.
   B. *Print sub-teachers name on manual roster and the date they are teaching*.
   C. If a sub-teacher is assigned to work *more than one day*, issue a new roster each day. They must turn in signed/dated roster to Att office assistant each day. Why? In case, they do not show up the next day!
   D. If a teacher is **out all week** and more than one sub-teacher is assigned, a separate roster should be issued for each sub-teacher that week! Do not use same roster and have multiple teachers sign.
   E. **Long-term** assignments sub-teacher can get a password and use Aeries
   F. If you have regular IUSD teachers sub a class period, they must turn in a signed/dated manual roster. Make sure there name is printed on roster.

2. **Office Aide's attendance** being taken by non-certificated office personnel with no supporting records kept.

   Create a **Sign in log for all office aides each day/period** reporting to office/classified employee. Record student name, date, period and if present or absent. Student must sign in. At the end of each day, the classified employee must sign/date list and turn it into the Attendance office. ==The supervising teacher must also sign/date==. (See handout and form back page(s))

Attendance Accounting Review

What is Average Daily Attendance? (ADA) Is how are schools are funded.

- The apportionment average is calculated from the 1ˢᵗ day of school through April 15ᵗʰ (P2). The total number of actual apportionment 'student days of attendance *divided by* the number of school days taught'.

- ADA generates apportionment that makes up **70 to 80%** or more of a district's general fund.

Pupil daily rate is about $30-$45 for each day of attendance.

We do not get apportionment $$ when a student is absent!

IUSD Traditional Schools (TK-12) use **Negative** Attendance*. Students are assumed **present** unless recorded as absent.*

Alt Ed Continuation Ed and Summer School use **Positive** Attendance*. Students are assumed **absent** unless recorded as present.*

*Because we use Negative Attendance the 'Auditors' look at the Missing Attendance report to verify we are **not claiming** apportionment when a student is not present! Everyday a student is present we claim apportionment which translates to money!*

- Missing Attendance report – *Run this to make sure all teachers have taken attendance!* Contact teacher if there name appears on the report. Report should be blank unless the teacher has a sub, bell schedule change or computer issues.

  1. Any names left on the report, you must print report and have an explanation written why and how you resolved.

  2. If a sub teacher taught that day, attach the manual rosters to the back of the report.

  3. If teacher has problems with Aeries Web or other computer issues, state that on the report and issue a manual roster or ask teacher to email the attendance for the day to you. Print email for your backup record and attach to report.

  4. Bell Schedule issues: Recommend attaching a school bell schedule if you have A/B days or bell schedules that cause teachers to appear on Missing Attendance report that have no students/classes that day. (Middle and High Schools)

- High Schools – Make sure you have collected **all** Weekly Attendance Reports each week. Have a checklist that backs this up. The *teachers are certifying* there attendance is accurate by signing/dating these reports each week. High school are not approved for 'Electronic Signature' certification so this weekly report is what keeps us compliant with the state.

  Attendance must create a clear audit trail from the teacher (classroom) to the site attendance office to the district office to the reports submitted to the state.

- All teacher requests to change or add attendance must be in writing so you will have a **source document** to back it up for auditors. Manual notes/emails must have teacher name, name of students absent, date, and period. Notes need to be signed/dated by teacher.